


Good practices in the Green Office tutoring process

Good practice title	Baskets for old paper in each office
Good practice photo(s)	
Name of Office	Põlva County Administration
Type of Office (sector)	Public administration
Website	http://polva.maavalitsus.ee
Country	Estonia
Tutor name	Karin Kilk
Environmental aspect/management aspect	waste
Description of good practice (max 250 characters), including the aim of the activity; indicator(s); used measures and tools; results and achievements; communication related activities.	<p>Each office has blue plastic baskets for collecting old paper. The cleaner collects it separately and takes it to the old paper container.</p> <p>The aim of the good practice is to save the environment by paper reuse.</p> <p>The indicators are the amount of old paper collected (kg) and the amount of old paper containers.</p> <p>To implement the good practice, same color baskets were handed out to each office.</p> <p>The baskets are in use in most of the offices, but it's difficult to estimate</p>

	<p>the amount of collected old paper.</p> <p>All the employees were notified of the old paper collection system, although it would be a good idea to remind it to them from time to time.</p>
Cost/payback period	
Challenges in implementation	<p>The main challenge in implementing the good practice was notifying new employees of the system. It is presumed that the colleague working closest to the new employee will inform him/her about the environmental practices, but it is not always the case.</p> <p>The office is working on the issue that introducing the office's environmental practices would be the responsibility of chief of staff.</p>
Replicability (yes/no)	